

DELAWARE TRANSIT CORPORATION

POSTING NO. 071-2016

POSITION VACANCY POSTING

DATE OF POSTING February 9, 2016

CLOSING DATE February 16, 2016

METHOD OF APPLICATION: Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE EMPLOYMENT APPLICATION TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **February 16, 2016.**

POSITION #: 810 JOB CODE #: 158

POSITION TITLE Facilities Coordinator, ND

PAY GRADE 13 PAY RATE _____ SALARY RANGE \$38,515 - \$48,144
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Operations
SECTION Facilities

CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Tuesday – Saturday

SUMMARY OF POSITION:

The District Facilities Coordinator is responsible for directing and coordinating all aspects of maintenance for facilities within a district, including vehicle maintenance and operations facilities, passenger terminals, offices, bus shelters, and signs. Responsibilities include inventorying amenities; conducting regular inspections to determine the condition of facilities and systems identifying maintenance or replacement requirements; planning and scheduling ongoing maintenance and repairs, including periodic renovations or facilities modifications; overseeing and coordinating the work of contractors and others responsible for maintenance work to include reviewing of invoices to ensure that work that DTC has been billed for has been completed; maintaining appropriate records and reports; participation in maintenance cost estimates for budget and related purposes. The Facilities Coordinator oversees the work of trades contracts to ensure products and services are consistent with DTC standards and specifications.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

EQUAL OPPORTUNITY EMPLOYER

SEE MINIMUM QUALIFICATIONS ON SECOND PAGE

Minimum Qualifications:

1. Experience in analyzing problems related to facilities maintenance issues.

Applicants must detail all experience in analyzing problems related to facilities maintenance issues.

2. Experience in coordinating and sequencing maintenance projects to minimize cost and down-time.

Applicants must detail all experience in coordinating and sequencing maintenance projects to minimize cost and down-time.

3. Experience in directing and overseeing of contractors.

Applicants must detail all experience in directing and overseeing of contractors.

4. Experience in conducting facilities inspections.

Applicants must detail all experience in conducting facilities inspections.

5. Experience in utilizing performance management practices to accomplish overall goals.

Applicants must detail all experience in utilizing performance management practices to accomplish overall goals.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT_____X

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EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.